

PROCEDURES FOR FILING FOR THE OFFICES OF MAYOR AND CITY COUNCIL

Qualifications for the Office of Mayor:

As of the date of the general election candidate shall:

- be at least twenty-five years of age;
- have resided within the corporate limits of the city for at least one year immediately preceding the date of said general election; and
- be a qualified voter of the city

Qualifications for the Office of Councilmember:

As of the date of the general election, candidate shall:

- be at least twenty-one years of age;
- have resided within the corporate limits of the city for at least one year immediately preceding the date of said general election; and
- be a qualified voter of the city

Filing Fee: \$25.00 for the Office of Mayor and Councilmember

Deadline: January 19, 2024 at 9 pm

Filing Location: Washington County Election Board
17718 Virginia Ave
Hagerstown, MD 21740
240-313-2050
Hours: M – F, 8:00 am to 4:30 pm

Procedures for Filing for the Offices of Mayor and Councilmember:

1. Download the following documents by clicking on the links, and fill them out completely.
2. File the following items at the Washington County Election Board by the required deadline:
3. [Candidate Information Sheet](#)
4. [Statement of Organization for Campaign Finance Entities](#): All candidates must appoint and file a chairman and treasurer for their campaign prior to receiving or spending monies related to their campaign. Select the Box marked “Presidential” for City of Hagerstown Candidates. This form must be filed at the Washington County Board of Elections Office.
5. [Disclosure Form](#) (Note: when complete please call Ms. Donna Spickler at 301-766-4183 to schedule an appointment to submit your financial disclosure.)
6. [Affidavit of Alternate Name](#) – if applicable
7. A Certificate of Candidacy will be printed for review and signature.
8. Pay Filing Fee
9. Present Identification

Now you are almost ready to file. Here are your next steps:

Call the Washington County Board of Elections at 240-313-2050 to schedule your appointment to file. You will be asked to email (washco.elections@maryland.gov) or fax (240-313-2062) documents 3 – 6 listed below at least 2 hours before your appointment. In addition, you will need to bring all of the following to your appointment:

The Campaign Finance Reporting Requirements will be handled by the Office of the City Clerk. You will be notified of the filing requirements and process.